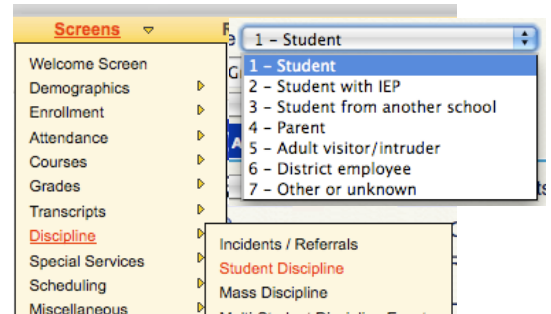


Sapphire Discipline for Elementary Administrators

June 27, 2012

1. Log in to Sapphire <http://k12.mtwp.net>
2. Go to Screens – Discipline – Student Discipline.
3. Enter Student Name.
4. Complete top of form – completing ALL parts – Date and Time (watch year), Student with IEP/Student, Owned By and Referred By, School, Location –ex. -On School Property, Referred Date.



Incident Date Time Type ☐ Follow Up Required

Status Offender Type Reportable

Owned By Referred By Referred Date

School Location

INFRACTION/ACTION **TEACHER ACCESS** **SCHEDULED ACTIONS**

Infraction 1 Demerits Notes

Infraction 2 Demerits Notes

[+ Add An Infraction](#)

Action 1 Taken By Demerits Off Notes

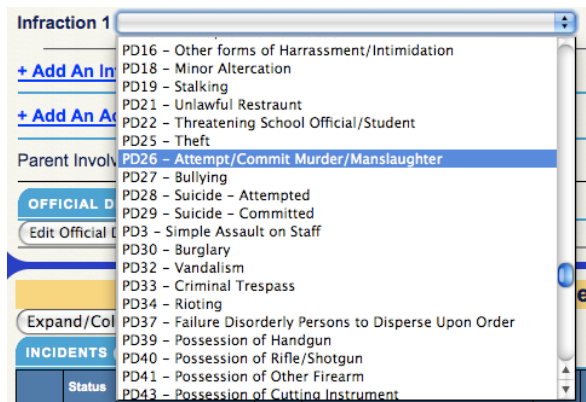
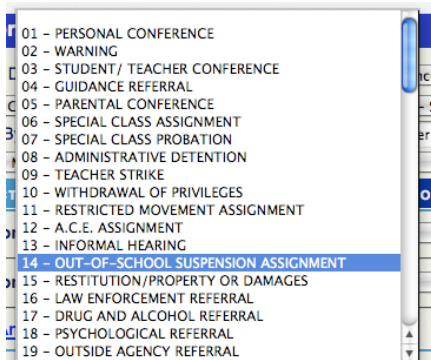
From To Days Hours Return Date

If expelled, will the student receive educational services?

[+ Add An Action](#)

Parent Involvement Notes

5. Enter an Infraction – for State Reportable MUST use PD or PDE codes.
6. Enter an Action – complete all Action boxes.



- For ISS (14) or OSS (40) be sure to complete full information, all dates and DAYS.

Incident Date: 06/25/2012 Time: 16:17 Type: Incident ☐ Follow Up Required
 Status: Complete Offender Type: 1 - Student Reportable: Yes
 Owned By: Smith, Trudi Referred By: Smith, Trudi Referred Date: 06/25/2012
 School: Reidenbaugh Elementary School Location: PA1 - On school property

INFRACTION/ACTION **TEACHER ACCESS** **SCHEDULED ACTIONS**

Infraction 1: PDE05 - FIGHTING Demerits: Notes:

Infraction 2: Demerits: Notes:

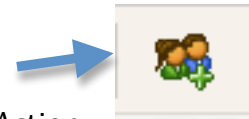
[+ Add An Infraction](#)

Action 1: 14 - OUT-OF-SCHOOL SUSPENSION ASSIGNMENT Taken By: Smith, Trudi Demerits Off: Notes:
 From: 06/25/2012 To: 06/27/2012 Days: 3 Hours: Return Date: 06/28/2012
 If expelled, will the student receive educational services? ☐

Action 2: 16 - LAW ENFORCEMENT REFERRAL Taken By: Smith, Trudi Demerits Off: Notes:
 LLE Name: Manheim Township Police Department Arrested: P - Arrest pending Adjudication: 6 - Unknown

- For State Reportable Infractions be sure to check REPORTABLE. And Double check Student with IEP and proper Codes.

- For Fighting and other events involving more than one student or a Victim be sure to use the Multiple Student Flag to add the Victim(s) and other student(s) involved. Then click on the student name to add the Infraction and Action to the subsequent students.



Discipline Event

Event Date: 06/25/2012 Time: 16:26 Reportable: Yes
 Event: AS - ASSAULT Location: PA1 - On school property
 * Saving will update the date, time, location and reportable flag for all incidents attached to this event.

Students Involved - Click on the included students below to enter the incident specifics.

	Student ID	Name	# of Infr	Infractions	# of Act.	Actions
1.	1008595		0		0	
	1010370			{no infraction}		
				{no infraction}		

Student Victims - Click on a student to view their discipline history.

Student ID	Name	Type	Referred To SAP	Injury	Medical Treatment Required	Victim Notes
1010371		2 - Student with IEP	No	No	No	
		{select type}	No	No	No	

Non-Student Victims

Name (First/Last)	Age	Gender / Ethnicity	Type	Referred To SAP	Injury	Medical Treatment Required	Victim Notes
Jill Greiner	29	Female American Indian/Alaska	5 - Adult visitor/intruder	No	No	No	
		Female American Indian/Alaska	{select type}	No	No	No	

<http://mtsdadministrator.wikispaces.com>